

# A Quick Guide to download from Datafordeleren (Selvbetjeningen)

This guide will show you how to download single data sets from *Datafordeler.dk* by using *Selvbetjeningen*. For a more elaborated guide, please use the link below or the QR code:

[Guide til filudtræk på Selvbetjeningen](#)



## 1. How to create a Web user

Goto *Selvbetjeningen* on [datafordeler.dk](https://datafordeler.dk):



Press the [*Opret*] button in order to create a new personal account:



Select *Brugernavn/Adgangskode* for a Personal account

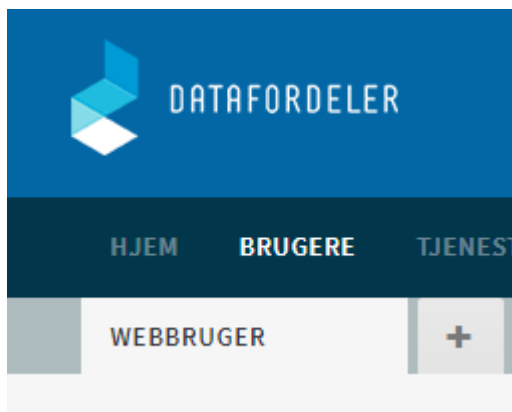
Fill out the form with contact information and enter a valid email address. This address will be used for sending data download information. You can also use a common mailbox if several users are sharing the same account.

## 2. How to create a Service user (Tjenestebruger)

Logon to [datafordeler.dk](https://datafordeler.dk) using your (new) username and password:



Click BRUGERE and select the [+] tab in order to create a new Service user



Select *Brugernavn/Adgangskode* to create the new Service user

- The Service user name will be generated and shown on a new tab
- Create a password (8-20 characters with a combination of capital letters, small letters, numbers and special characters). Not all special characters are valid, so be patient 😊
- If you forget the password you can create a new one
- You will need the Service User name and the Password later when you download the dataset via FTP

### 3. How to find the right service

In *Selvbetjeningen* you can find a full list of available services under the TJENESTER tab. Services listed with (fildownload) after the name can be downloaded as files via FTP.

HJEM BRUGERE **TJENESTER** HÆNDELSER FILUDTRÆK METADATA

Tjenester

Søg...

**Tjenestestavn**

dhm2015 (Wms)
<b>DHM2015_terraen (Fildownload)</b>
DHM2015_overflade (Fildownload)
DHMhoejdekurver_2015_SHAPE (Fildownload)
DHMhoejdekurver_2015_MAPINFO (Fildownload)
DHMhoejdekurver_2015_DWG (Fildownload)
DHM2015_punktsky (Fildownload)

Tjenestestavn  
DHM2015\_terraen

Tjenestestavnnavn  
DHM2015\_terraen (Fildownload)

Udgave  
1.0.0

Register myndighed navn  
DHM2015

Atom feed med info om nye versioner  
<https://selfservice.datafordeler.dk/FileDownloaderraen>

Detaljer  
DHMterraen2015 er en model af højder på overfl med en cellestørrelse på 0.4 meter.

For more info, please look at <https://datafordeler.dk/dataoversigt/>

DATAFORDELER DOKUMENTATION VEJLEDNING **DATAOVERSIGT** DRIFT SUPPORT LOG PÅ SELVBETJENINGEN

SØG OG FILTRER

Søg

EMNER

- Adresser, veje og områder
- Fast ejendom
- Landkort og geografi
- Personer
- Virksomheder
- Vand og klima

TJENESTE

- Filudtræk
- Hændelser
- Webservice

FORSIDE / DATAOVERSIGT

**Dataoversigt**

Brug filtre til at sortere tjenester og hændelser

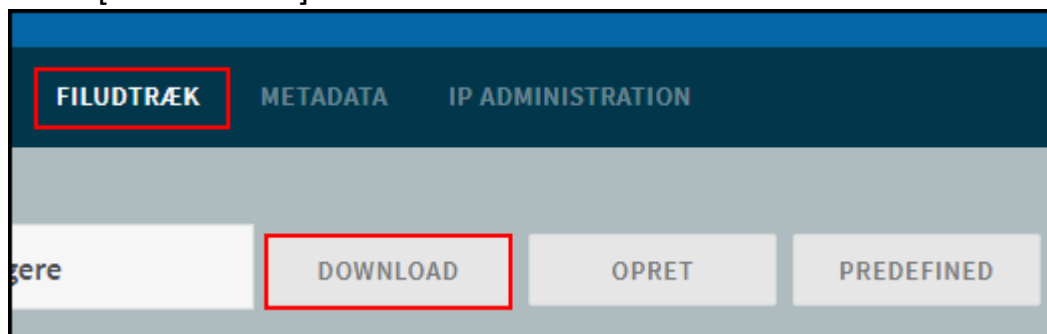
250 RESULTATER

Bygnings- og Boligregisteret (BBR)	11 RESULTATER
Danmarks Administrative Geografiske Inddeling (DAGI)	10 RESULTATER
Danmarks Adresseregister (DAR)	24 RESULTATER
Danmarks Fikspunktsregister	4 RESULTATER
Danmarks Højdemodel	16 RESULTATER

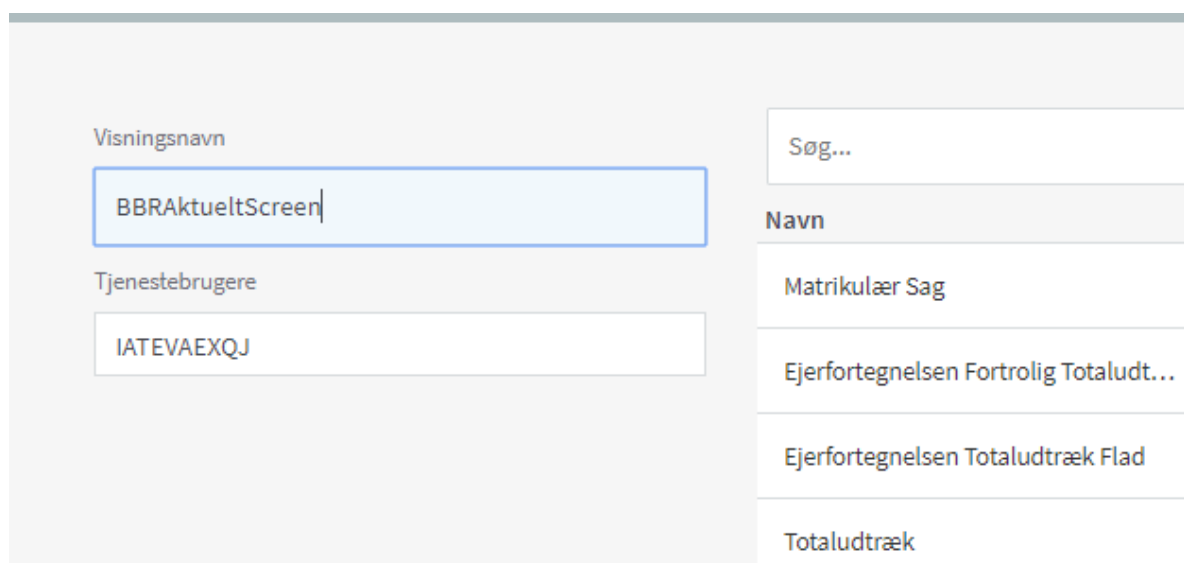
## 4. How to download a single dataset

In *Selvbetjeningen* you can select a predefined dataset under the FILUDTRÆK tab.

Press [DOWNLOAD] on the FILUDTRÆK tab



Search for the service you want to download data from and select the desired service. The name you type under *Visningsnavn* will be the name of the file you can download later via FTP.

A screenshot of a search and selection interface. On the left, there are two input fields: 'Visningsnavn' with the text 'BBRAktueltScreen' and 'Tjenestebrugere' with the text 'IATEVAEXQJ'. On the right, there is a search bar with the text 'Søg...' and a list of results under the heading 'Navn'. The list contains: 'Matrikulær Sag', 'Ejerfortegnelsen Fortrolig Totaludt...', 'Ejerfortegnelsen Totaludtræk Flad', and 'Totaludtræk'.

Click [NÆSTE] in the lower right corner of the window.

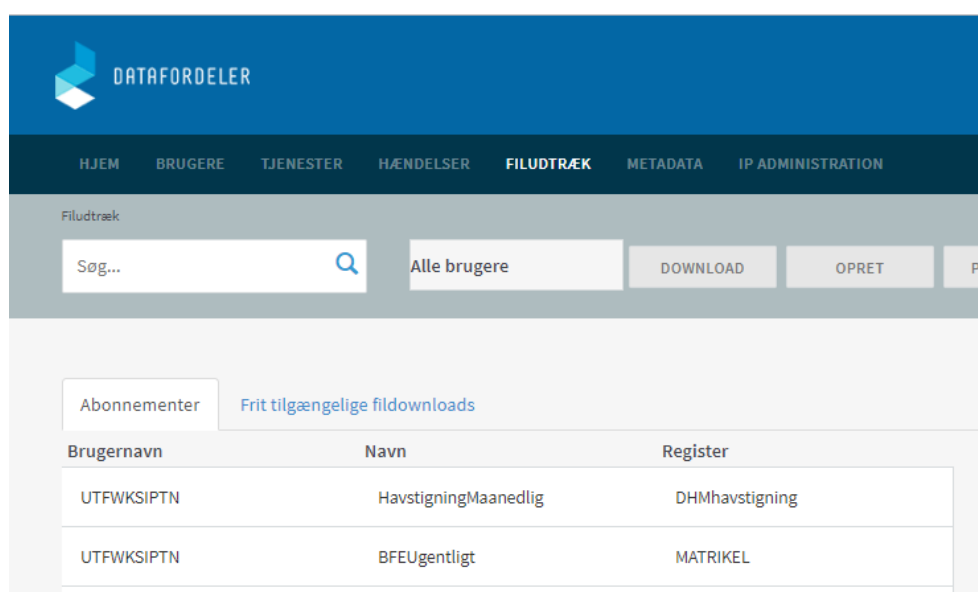
Enter input parameters and select output format etc. in the next window.  
(For more info on this, please look at: [Guide til filudtræk på Selvbetjeningen](#))

Press [SAVE] in the last screen and a confirmation message will appear. After a few minutes, an email will appear in your mailbox with info on how to download the data via FTP – see section 6 on how to use FTP.

## 5. How to subscribe to data downloads

Setting up the subscription on data download is similar to single dataset download as shown in the previous section.

Select [OPRET] in *Selvbetjeningen* if you want to define your own parameters for the dataset you will subscribe to and [PREDEFINED] if you want to subscribe to a predefined dataset.



The screenshot shows the 'DATAFORDELER' interface. The top navigation bar includes 'HJEM', 'BRUGERE', 'TJENESTER', 'HÆNDELSER', 'FILUDTRÆK', 'METADATA', and 'IP ADMINISTRATION'. Below the navigation bar, there is a search bar labeled 'Søg...' and buttons for 'Alle brugere', 'DOWNLOAD', 'OPRET', and 'PF'. The main content area shows a tabbed interface with 'Abonnementer' selected and 'Frit tilgængelige fildownloads' as an alternative. Below the tabs is a table with the following data:

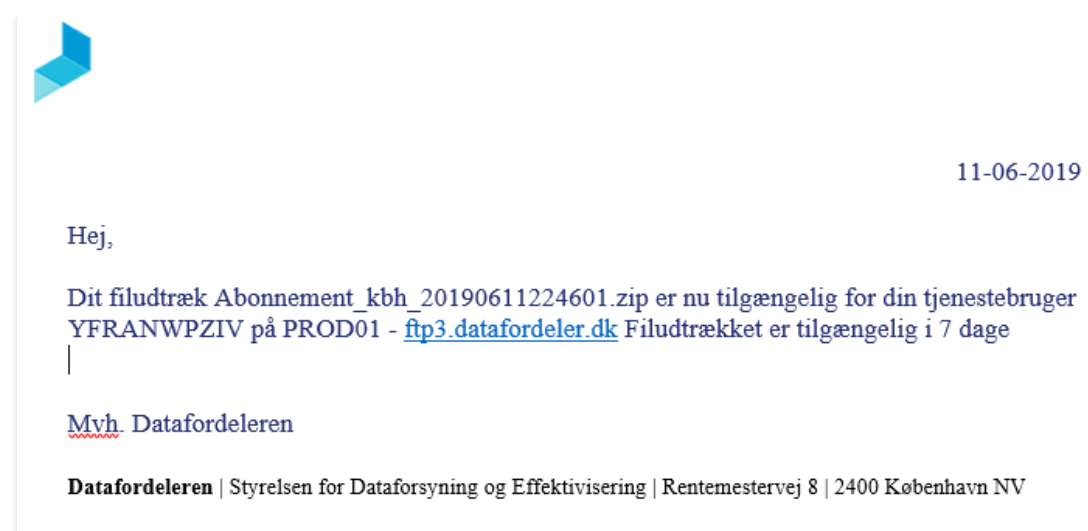
Brugernavn	Navn	Register
UTFWKS IPTN	HavstigningMaanedlig	DHMhavstigning
UTFWKS IPTN	BFEUgentligt	MATRIKEL

An overview of your subscriptions is shown under FILUDTRÆK and the tab *Abonnementer* as shown above. You can also cancel a subscription with the [SLET] button.

For more info on this topic, please look at: [Guide til filudtræk på Selvbetjeningen](#)

## 6. How download data via FTP

When your dataset has been produced, you will receive an email from Datafordeleren with info on where to get the data as shown below.



In order to download the data you need a FTP client program. The AU GIS Committee recommends WinSCP:



<https://winscp.net/>

You will need your Service user login and Password in order to setup the FTP connection shown in the email.

For more info on this topic, please look at: [Guide til filudtræk på Selvbetjeningen](#)

If you have questions or suggestion to the contents of this guide, please contact René Larsen on [rene.larsen@agro.au.dk](mailto:rene.larsen@agro.au.dk)